



Department of the Treasury  
Internal Revenue Service  
Philadelphia, PA 19255-0010

<b>Notice</b>	CP297A
<b>Notice date</b>	January 23, 2018
<b>Taxpayer ID number</b>	99-9999999
<b>To contact us</b>	Phone 1-800-xxx-xxxx

Page 1 of 4

ABC-XYZ COMPANY  
22 BOULDER STREET  
HANSON, CT 00000-7253

Notice of seizure and notice of your right to a hearing  
**Amount due immediately: \$5,947.81**

We still haven't received full payment of your federal employment taxes. We have issued a notice of seizure (levy) to collect your unpaid federal taxes.

We determined you are not entitled to a pre-levy hearing because you (or your predecessor) previously requested a Collection Due Process hearing under Internal Revenue Code section 6330. Your previous request included an employment tax period that fell within the two-year period that ended with the beginning of the period shown on this notice. However, you can appeal the seizure (levy) of your assets by requesting a Collection Due Process hearing (Internal Revenue Code Section 6330) by **February 22, 2018**.

**Billing Summary**

Amount you owed	\$4902.68
Additional failure-to-pay penalty	584.26
Additional interest charges	460.87
<b>Amount due immediately</b>	<b>\$5,947.81</b>

Continued on back...



ABC-XYZ COMPANY  
22 Boulder Street  
Hanson, CT 00000-7253

<b>Notice</b>	CP297A
<b>Notice date</b>	January 23, 2018
<b>Taxpayer ID number</b>	99-9999999

**Payment**

- Make your check or money order payable to the United States Treasury.
- Write your Taxpayer ID number, the tax period(s) and form number(s) on your payment and any correspondence.

**Amount due immediately**

<b>\$5,947.81</b>
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INTERNAL REVENUE SERVICE  
PHILADELPHIA, PA 19255-0010

## What you need to do immediately

### Pay immediately

- **Send us the amount due of \$5,947.81, or we may seize (levy) your property on or after February 22, 2018.**
  - If you can't pay the amount due, pay as much as you can now and make payment arrangements that allow you to pay off the rest over time. Visit [www.irs.gov/payments](http://www.irs.gov/payments) for more information about:
    - Installment and payment agreements—download required forms or save time and money by applying online if you qualify
    - Automatic deductions from your bank account
    - Payroll deductions
    - Credit card payments
- Or, call us at 1-800-xxx-xxxx to discuss your options.
- If you've already paid your balance in full or think we haven't credited a payment to your account, please send proof of that payment.

### Right to request a Collection Due Process hearing

If you wish to appeal this proposed levy action, complete and mail the enclosed Form 12153, Request for a Collection Due Process or Equivalent Hearing, by **February 22, 2018**. Send the form to us at the address listed at the top of page 1. Be sure to include the reason you are requesting a hearing (see section 8 of, and the instructions to, Form 12153) as well as other information requested by the form. If you don't file Form 12153 by **February 22, 2018**, you will lose the ability to contest Appeals' decision in the U.S. Tax Court.

### About Federal Tax Liens

The tax lien is a claim against all of your property that arises once you have not paid your bill. If you don't pay the amount due or call us to make payment arrangements, we can file a Notice of Federal Tax Lien at any time, if we haven't already done so. The Notice of Federal Tax Lien publically notifies your creditors that the IRS has a lien (or claim) against all your property, including property acquired by you after the Notice of Federal Tax Lien is filed. Once the lien's notice to creditors has been filed, it may appear on your credit report and may harm your credit rating or make it difficult for you to get credit (such as a loan or credit card).



## Contact information

ABC-XYZ COMPANY  
22 Boulder Street  
Hanson, CT 00000-7253

If your address has changed, please call 1-800-xxx-xxxx or visit [www.irs.gov](http://www.irs.gov).

- Please check here if you've included any correspondence. Write your Taxpayer ID number, the tax period(s) and the form number(s) on any correspondence.

Primary phone	Best time to call	Secondary phone	Best time to call
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

**What you need to do immediately-continued**

It cannot be released until your bill, including interest, penalties, and fees, is paid in full, we accept a bond guaranteeing payment of the amount owed, or we determine that you don't owe or the liability is reduced to zero. The lien's notice to creditors may be withdrawn under certain circumstances. You can find additional information about tax liens, including helpful videos, at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Understanding-a-Federal-Tax-Lien> or by typing lien in the IRS.gov search box.

**If we don't hear from you**

If you don't call us immediately, pay the amount due, or make arrangements to pay, we may take additional collection against your property or your rights to property.

Property includes:

- Wages and other income
- Bank accounts
- Business assets
- Personal assets (including your car and home)
- Social Security benefits

**Your billing details**

Tax period ending	Form number	Amount you owed	Additional interest	Additional penalty	Total
06-30-2011	941	\$9,999.99	\$9,999.99	\$9,999.99	\$9,999.99

**Penalties**

We are required by law to charge any applicable penalties.

**Failure-to-pay**

We assess a 1/2% monthly penalty for not paying the tax you owe by the due date. We base the monthly penalty for paying late on the net unpaid tax at the beginning of each penalty month following the payment due date for that tax. This penalty applies even if you filed the return on time.

We charge the penalty for each month or part of a month the payment is late; however, the penalty can't be more than 25% in total.

- The due date for payment of the tax shown on a return generally is the return due date, without regard to extensions.
- The due date for paying increases in tax is within 21 days of the date of our notice demanding payment (10 business days if the amount in the notice is \$100,000 or more).

If we issue a Notice of Intent to Levy and you don't pay the balance due within 10 days of the date of the notice, the penalty for paying late increases to 1% per month.

For individuals who filed on time, the penalty decreases to 1/4% per month while an approved installment agreement with the IRS is in effect for payment of that tax. (Internal Revenue Code Section 6651)

For a detailed computation of the penalty call 1-800-xxx-xxxx.

**Removal or reduction of penalties**

We understand that circumstances—such as serious illness or injury, a family member's death, or loss of financial records due to natural disaster—may make it difficult for you to meet your taxpayer responsibility in a timely manner.

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**Removal or reduction of penalties-  
continued**

We can generally process your request for penalty removal or reduction quicker if you contact us at the number listed above with the following information:

- Identify which penalty charges you would like us to reconsider (e.g., 2016 late filing penalty).
- For each penalty charge, explain why you believe it should be reconsidered.

If you write us, include a signed statement and supporting documentation for penalty abatement request.

We'll review your statement and let you know whether we accept your explanation as reasonable cause to reduce or remove the penalty.

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**Removal of penalties due to erroneous  
written advice from the IRS**

If you were penalized based on written advice from the IRS, we will remove the penalty if you meet the following criteria:

- You wrote us asking for written advice on a specific issue
- You gave us adequate and accurate information
- You received written advice from us
- You reasonably relied on our written advice and were penalized based on that advice

To request removal of penalties based on erroneous written advice from us, submit a completed Claim for Refund and Request for Abatement (Form 843) to the address shown above. For a copy of the form, go to [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

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**Interest charges**

We are required by law to charge interest when you do not pay your liability on time. Generally, we calculate interest from the due date of your return (regardless of extensions) until you pay the amount you owe in full, including accrued interest and any penalty charges. Interest on some penalties accrues from the date we notify you of the penalty until it is paid in full. Interest on other penalties, such as failure to file a tax return, starts from the due date or extended due date of the return. Interest rates are variable and may change quarterly. (Internal Revenue Code Section 6601)

For a detailed calculation of your interest, call 1-800-xxx-xxxx.

**Corporate Interest** – We charge additional interest of 2% if, according to our records, you didn't make your corporate tax payment within 30 days after the IRS notified you of the underpayment of tax. This interest begins on the 31st day after we notify you of the underpayment on tax amounts you owe over \$100,000, minus your timely payments and credits.

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**Additional information**

- Visit [www.irs.gov/cp297A](http://www.irs.gov/cp297A)
- For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).
- Review the enclosed documents:
  - IRS Collection Process (Publication 594)
  - Collection Appeal Rights (Publication 1660)
  - Request for a Collection Due Process Hearing (Form 12153)
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.